



Reply to  
Attention of

**DEPARTMENT OF THE ARMY**  
HEADQUARTERS, JOINT READINESS TRAINING CENTER AND FORT POLK  
FORT POLK, LOUISIANA 71459

AFZX-CP (690-300)

12 December 2000

MEMORANDUM FOR CHIEFS OF GENERAL AND SPECIAL STAFF OFFICES/  
DIRECTORS

SUBJECT: Civilian Hiring Restrictions/Use of Temporary Hires

1. In an effort to strike a proper balance between the need to maintain sufficient staffing to accomplish our mission within current budgetary and manpower limitations and necessity to minimize any adverse impacts associated with the implementation of a whole base commercial activities review, it is necessary to impose hiring restrictions within U.S. Army Garrison activities. These restrictions are designed to result in the stockpiling of vacancies which may be used for placement of permanent employees adversely affected by the implementation of the impending commercial activities decision.

2. Effectively immediately, the filling of all positions within the Garrison will be managed by the Position Management Group (PMG). The PMG will be comprised of the Deputy Garrison Commander, Chairman; Director, Resource Management; Director, Civilian Personnel Advisory Center, and Chief, DRM Force Development Division. Consequently, the following procedures will apply:

a. A written request to fill a position within the Garrison must be submitted to the PMG, ATTN: Deputy Garrison Commander via E-mail. The request must:

(1) identify the position serving as the basis of the request by position title, series, and grade; TDA, paragraph and line number; and incumbent or previous incumbent;

(2) be accompanied by a justification for filling the position;

(3) indicate whether the position will be continued in the MEO/REO;

(4) identify whether the position is to be filled by permanent, temporary or term appointment; and

(5) indicate whether there is a need to fill the position from internal or external sources.

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b. The PMG will meet on Monday of each week at 1030, in the Red Owens Conference Room, Building 413 to dispose of requests received. In the event the PMG is not able to meet on the scheduled date another date will be scheduled as determined by the Chairperson.

c. As a general rule, the PMG will approve the permanent fill of a position from sources internal to the Garrison. Only critical-essential positions or positions where the specialized and unique skills are not available within the Garrison will be considered for permanent fill from sources external to the Garrison. Examples of a "critical-essential" position are Air Traffic Controllers or Firefighters. Examples of "positions of specialized or unique skills" are Engineers, Attorneys, etc. Styled differently, only those positions that present severe consequences to mission accomplishment (a real war stopper) or pose a threat to health or safety of others, or cause the Command to be in violation of public law will be favorably considered for permanent fill from external sources.

d. Moreover, while the permanent fill of positions from external sources is limited as set forth in paragraph c above, consideration will be given to the approval of the filling of positions from external sources via temporary or term appointments. This consideration will be exercised in instances where past recruitment experience indicates that (1) selection from external recruitment sources are likely and (2) there are know/projected qualified candidates from which selection could be made on a temporary basis.

e. The requestor will be notified by return E-mail the final disposition of the request.

f. If approval was granted to fill the position, the date of PMG approval must also be reflected in the Notes of the PERSACTION submitted to initiate the recruitment along with the approved area of consideration.

g. Individual vacancy announcements will specify the hiring restrictions and the area of consideration from which selections can be made.

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h. These restrictions do not apply to the following actions:

(1) any placement action that must be taken to satisfy an individual assignment right, i.e., an employee exercising reemployment rights from an overseas assignment; placement of a surplus DA intern; placement/promotion of an individual to comply with a directive from the Merit Systems Protection Board, Equal Employment Opportunity Commission; Arbitration Award; or other regulatory control agency; placement/promotion of an employee as a part of a legally binding settlement agreement.

(2) Any mandatory placement of an employee from the DOD Priority Placement Program (Priority 1 or 2). This does not include spousal preference candidates referred through the PPP.

(3) Any position vacancy for which the CPAC/CPOC has already issued a placement announcement, unless the Activity Chief requests cancellation or reissuance. Any recruitment request in the CPAC/CPOC for which a placement announcement has not been issued will be subject to the hiring restrictions contained in this memorandum.

3. The guidance contained in this memorandum superseded the AFZX-CP Memo, SAB dated 18 November 1997 and the 14 February 2000 E-mail, subject: Hiring Restrictions, from the CPAC Director. The guidance contained herein will remain in effect until further notice. Questions should be addressed to your Personnel Advisors at 531-4020.

**//ORIGINAL SIGNED//**

THOMAS E. SITTNICK  
Colonel, IN  
Garrison Commander